

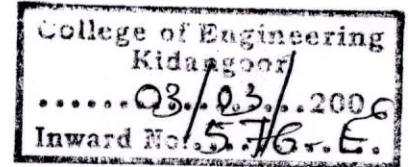


# CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

No.E1-767/2006/CAPE/622

27.02.2006

The Principal,  
College of Engineering, Kidangoor

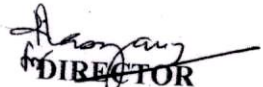


Sir

*Sub: CAPE-Estt- Employees of CAPE keeping of Service Books reg  
Ref: Letter no.96/06 dated 21.02.2006 from the Principal, College of Engineering,  
Perumon.*

Instances have been noticed that the former employees of CAPE or their present employers are asking for the Service Book maintained by the respective institutions under CAPE. The Service Books maintained by our institution need not be sent to any one even in the case of employees who have left service on relief/resignation or termination as these are official records of CAPE. If any Government Department asks for the same, the history of the service of the respective employees alone may be furnished also specifically recording the nature of relief obtained from our institution. The service Book of all employees who left our institution, under whatever circumstance, should be kept in the safe custody of the respective institutions

Yours faithfully

  
DIRECTOR